

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

27 November 1950

MEMORANDUM FOR: All Assistant Directors
Chief, Advisory Council
Chief, COAPS
Assistant to Executive for Management
Comptroller
General Counsel
Security Officer
Personnel Director
Services Officer
Procurement Officer
Medical Officer

SUBJECT: Official Correspondence

1. Official correspondence which requires reply or action will hereafter be (1) answered within five days of its receipt by the Agency, or (2) acknowledged promptly by the office to which action is assigned, with an indication of an approximate date when final reply can be expected. If delay in transmission within the Agency is expected, such acknowledgment should be made by the office to which the correspondence is first routed.

2. When replies are prepared for the signature of the Director, Deputy Director, or the Executive, if delay in preparation is expected, acknowledgment should be dispatched by the office charged with action (unless, of course, prior acknowledgment has been made) and such acknowledgment should be noted in the final reply submitted for signature.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/

Executive

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Copies to:
Director
Deputy Director

C O P Y